

**GUIDELINE FOR FIXATION OF PAY OF TEACHERS AND EQUIVALENT POSITIONS
AS PRESCRIBED BY THE UGC AND ROPA 2019 PAY FIXATION FOR THE NON
TEACHING STAFFS OF GRANTS IN AID INSTITUTIONS IN HRMS**

The pay fixation for the '**TEACHING AND NON TEACHING STAFFS OF GRANTS IN AID INSTITUTIONS**' in HRMS shall be done by the Head of the Institutions where the employees are appointed except for the Head of the Institution himself/herself whose pay fixation will be done by the DPI Office.

Some related concepts :

- 1. Head of the Institution:** - **Principal/Vice Principals/Teacher-In-Charge** whoever discharges the functions of Head of the Institution (Hol) as also referred to as (HOO) in HRMS system. It is to be understood that the role of Head of Institution is different from the role of DDO that the Heads of most of the Grants in Aid (GIA) Colleges were so long performing.

This role of Hol is to be given by the DPI Office by creating separate login id for the purpose. This Hol created in the system shall be **the Approver** of the pay fixation in the workflow chain to be created for the purpose.

For example The pay fixation of teachers and equivalent positions as prescribed by the UGC and the ROPA 2019 pay fixation for non teaching staffs appointed in '**College A**' shall be approved by the '**Head of the Institution (Principal/Vice Principal/Teacher-In-Charge)**' of '**College A**' in HRMS. But the ROPA 2019 pay fixation of **Principal/Teacher-In-Charge** etc. (If eligible for ROPA 2019 as per Government order) shall be done by the **office of DPI** centrally.

- 2. Workflow Chain for ROPA 2019 pay fixation:** - **for** the pay fixation of teachers and equivalent positions as prescribed by the UGC and the ROPA 2019 pay fixation for non teaching staffs: -'Organizational Structure and Workflow Management' in HRMS is required to be created to define the channel of flow of pay fixation work like initiation, recommendation and approval.

3. Approver in workflow chain: The Head of Institution who holds the power to approve a pay fixation of all other employees of the institution except himself /herself is called **the Approver**. Any workflow chain must have at least one level and that is of the Approver without whom no one will be there to approve the pay fixation.

4. **Operator in workflow chain:** - The **Operator** in workflow is the lowest most level in a workflow chain having more than one level and generally is the **dealing assistant** entrusted with the task of initiation of the ROPA 2019 pay fixation.
5. **Recommender:-** The **Recommender** in a workflow is anyone who exists in a multi-level workflow chain in between the Operator and the Approver. A Recommender shall check the ROPA 2019 pay fixation initiated by the operator before forwarding the same to the Approver i.e. **Head of the Institution**.

These two roles of the **Operator** and the **Recommender** are to be assigned by the Hol and to assign these roles appropriate user id's are to be created by the HOIs/HOOs using the Hol/HOO user id's to be given by DPI office.

Duties and Functions in HRMS of different stakeholders of ROPA 2019 pay fixation of Teaching and Non Teaching staffs of Grants In Aid Colleges are detailed below:-

1. Duties and Functions of Directorate of Public Instructions (DPI) :-

- a) Grants in Aid College wise Login IDs for the '**Head of the Institution**' are to be created from User Admin to enable the head of the colleges to create user id's below him and to process the ROPA 2019 pay fixation of the teaching and non teaching staffs of those colleges.
- b) For processing of pay fixation of the HOIs of different Grant – in –aid Colleges, Workflow Chain is to be created by "Office of the DPI" as was done in Government Colleges. In this workflow chain, the HOIs/HOOs act as operator (Lower Level), Jt.DPI acts as Recommender (Level 2) and finally Director of Public Instruction act as Approver (Top Level).

NOTE: After approval of the ROPA 2019 pay fixation of the Hol's/HOO's, the new basic shall be updated automatically in the DDO end and the DDO should not try to change it manually. **If later on any pay fixation is found to be wrong, a new pay fixation to be initiated and approved. There is no need to cancel/reject the earlier one.**

2. Duties and Functions of Head of Institutions of Grants in Aid Colleges:-

- a) The '**Head of the Institution**' shall receive a **message** containing the **Login ID and initial password** when Hol Login ID is created by the office of **DPI**. After receiving the same, the '**Head of the Institution**' shall change the password immediately by logging into iFMS as the validity of such password expires within 30 minutes.

b) The **Hol/HOO** shall create the Login ID for Recommender and operator(s) according to requirement and assign them roles.

c) Creation of '**Workflow Chain**' for processing of the pay fixation of teachers and equivalent positions as prescribed by the UGC and the ROPA 2019 pay fixation for non teaching staff appointed in the College. In the workflow so created, there must be an approver (The Hol/ HOO himself/herself). There may also be one or more **Recommenders** (a person just below the level of approver who **will check the pay fixation before forwarding the same to the approver**) and one or more **Operators generally** dealing assistant(s) (one or more person(s) below the rank of recommender/approver) who **shall initiate the pay fixation** before forwarding the same to the Recommender or Approver, as the case may be). **However, if a workflow is created consisting of an approver only, the approver has to initiate the pay fixation.**

d) **Initiation of ROPA 2019 Pay Fixation** by the lowest available authority in the 'ROPA 2019 Workflow Chain' for Teaching and Non Teaching staffs appointed in the College.

e) **Forwarding of ROPA 2019 Pay Fixation** by the lowest available person in the 'ROPA 2019 Workflow Chain' to the **next level** i.e. **Recommending Authority (if any) for checking or to the Approver (for approval)** for '**Teaching and Non Teaching staffs appointed in the Grants in Aid College**'.

f) **Approval** of ROPA 2019 pay fixation by approver as mentioned in Workflow chain for '**Teaching and Non Teaching staffs appointed in the Grants in Aid College**'.

NOTE: After approval of the ROPA 2019 pay fixation, the new basic shall be updated automatically in the DDO end and the DDO should not try to change it manually. **If later on any pay fixation is found to be wrong, a new pay fixation is to be initiated and approved and there is no need to cancel/reject the earlier one** as the effect of the older one will be automatically nullified.

3. **Duties and Functions of the DDO of Grants in Aid Colleges :-**

a) The basic pay of teaching staff, non teaching staff and head of the institutions shall be updated automatically in the DDO end whenever the ROPA 2019 pay fixation is approved in HRMS by the competent authority. **DDO shall not try to update basic pay manually after such pay fixation is approved.** If any defect is found, the Hol has to initiate another ROPA 2019 Pay Fixation for that particular employee.

- b) The allowances which are dependent upon the basic pay will be updated automatically. However the DDO can update the allowances, if required.

For example: If the basic of a non teaching staff is Rs. 50,000, the HRA shall be Rs. 6,000 automatically. Again, if the spouse of an employee earns HRA of Rs. 8,000, the HRA of that employee has to be manually changed to Rs. 4,000, maximum ceiling of HRA being Rs. 12,000.

4. Exercise of Options:-

- a. The **Teaching staff** are not required to submit any option vide G.O. No. 1306(22)-Edn(U)/EH/IU-77/17 Dated 30.12.2019. For them the ROPA 2019 pay fixation shall be initiated by the lowest stage operator in the workflow chain as per their entitlement to ROPA 2019.
- b. The **non-teaching staff** shall have to **exercise option manually** in writing in the prescribed format vide G.O. No. 28-Edn(CS)/ 5P-42/1998(Pt-I) Dated 09.01.2020 and submit the same to the college authority. The lowest level (Operator for multi-level and Approver for uni-level) in the workflow chain shall initiate ROPA 2019 pay fixation on the basis of such physical copy of option.

Note: **The guidelines for 'ROPA 2019 Pay Fixation' and Workflow for ROPA 2019 pay fixation are available under 'Guideline' section of iFMS.**

However, for the sake of convenience to the users all the guidelines and FAQ are reproduced below.

Guideline for Workflow Management for the pay fixation of teachers and equivalent positions as prescribed by the UGC and the ROPA 2019 pay fixation for non teaching staffs

1. The module of 'Organisational Structure and Workflow Management' in HRMS is designed to cater the need to define the channel of flow for different service related requests of the employees either initiated by the employee himself / herself or by the office of the employee. For ex:- ROPA 2019 option form submitted online by employee X should go to Dealing Assistant N for checking, Head Assistant P for recommending and Assistant Secretary S for approval. After creation of the workflow under 'Organisational Structure and Workflow Management', such channel for flowing of request shall be auto defined and any user shall not have to select the user at the time of forwarding the

request. On clicking the 'Forward' button, the request shall flow in the channel already defined.

2. The process of creation of Workflow Chain can be done and approved by The Head of Institution of Grants in Aid College (HOI/HOO).
3. There are 'Three' different sub-links of the 'Workflow' for ROPA 2019. They are 'Create', 'Inbox' and 'Approved Chain'.
 - A. After entering the 'Create' menu sub-link, please read the instructions carefully. After that select the 'ROPA 2019' tab for creation of workflow for pay fixation of ROPA 2019.
 - B. On clicking 'ROPA 2019' tab, the page for 'Workflow Description' shall open. Here the module name shall come automatically. In the field namely 'Insert workflow chain name' a name should be provided to remember/identify the workflow chain easily as per the convenience of the user.

Example 1: A user may give the name of the workflow chain for pay fixation of ROPA 2019 of the employees of Cadre X Group A having name range alphabetically from A to D as 'Service Book workflow of Cadre X Group A with initials in the range of A to D'.

Example 2: The workflow chain for pay fixation ROPA 2019 of Cadre X Group A belonging to year of joining 1999 to 2005 may be named as 'Pay fixation for employees of Cadre X Group A whose year of joining is within the range of year 1999 to 2010'.

After entering the name, please save the entry and click on 'Next' button. Alternatively the user can also click on the tab 'Select parameters for employees to create workflow chain'.

- C. In the screen 'Select parameters for employees to create workflow chain' the user shall select the parameters of the employees who are appointed in the office of the user and for whom the workflow is intended to be created. On the basis of such parameters, separate workflow chains are to be created. The parameters (as existing in HRMS for Grants in aid Colleges) are Cadre, Group, Service Type, DDO, Pay Band, Grade Pay From, Grade Pay To, Year of Joining From, Year of Joining To and initial of name. Out of them parameters like Cadre, Group and Service Type are mandatory and others are non mandatory. The user can create separate workflow chains for separate cadre and group or a single workflow chain for all the cadres and groups as required. The parameters should be selected in the manner the works are actually

done in the office. After selecting the parameters please save the data before going to next tab. User can go to next tab by clicking on 'Next' button or by clicking on 'Workflow Chain Users' tab.

D. In 'Workflow Chain Users' tab user shall select the persons who actually shall work in the workflow chain. There may be multiple levels through which the option forms to be checked and pay fixation orders to be generated. By default the system will show two levels. However the user may add more levels in the chain, if required.

Example 1: Some Non Teaching Staffs applies for ROPA 2019 option and the application passes through a Dealing Assistant and Head Assistant for the purpose of examination and is then forwarded to the Principal of the college for approval. The workflow chain to be created shall have 3 levels. In the top level there shall be Principal of the college as approver below whom there shall be the Head Assistant at level 2 and the dealing Assistant at level 3.

Process: In this screen the example given above will be entered as follows:

A) At first enter the name of the Principal of the college in the field 'Name of the User (Login)' in the tab 'Top Level'.

B) Next click on 'Level 2' tab and enter the name of Head Assistant in the field 'Name of the User (Login)'. The 'Previous level' field will automatically show the name of the user of 'Top Level' i.e. the name of Principals/Vice Principals/Teachers – In – Charge.

C) Next click on 'Add Level After'. Another level as 'Level 3' will appear. Now enter the name of Dealing Assistant in the field 'Name of the User (Login)'. The 'Previous level' field will automatically show the name of the user of 'Level 2' i.e. the name of Head Assistant.

Note: If after creation of any chain it is found that a level required to be inserted between two levels already created then use 'Add Level Before' or 'Add Level After' buttons after selecting the corresponding level tab before or after which the level is required to be created.

FAQ on workflow for pay fixation

D. Whether creation of workflow chain is mandatory for the purpose of pay fixation in HRMS?

Ans. Yes.

E. Whether user id creation is necessary for assigning any role in workflow chain?

Ans. Yes it is necessary to have active user id for assigning any role in workflow chain. If any user is already having login id in HRMS then he can be given role in workflow chain. If any user does not have user id in HRMS then a new user id may be created in User administration before any role can be assigned in workflow chain.

F. How many maximum and minimum levels can be created?

Ans. Theoretically, Maximum no. of levels to be created is Unlimited and minimum no. of levels is 1. But it is always advisable to have minimum three levels in a chain if employee strength permits.

G. Whether an user with approver login can be below the topmost level (ie. Final approver) in a chain?

Ans. Yes. In that case the user who has approver role and is below another user having approver role in the workflow chain shall act as recommender.

H. Whether an user having operator role can become approver of a chain?

Ans. No.

I. How many workflow chains are needed to be created?

Ans. There is no maximum limit. The workflow chain shall have to be created according to the need of the office taking into consideration mostly the following:-

- (i) No. of employees.
- (ii) No. of employees engaged with work related to ROPA fixation matter
- (iii) No. of different types of cadres in the office
- (iv) Different service types
- (v) Initial of names

J. Whether in a single work flow chain different category of employees can be included?

Ans. Yes. In a single workflow chain, based upon different parameters different category of employees can be included.

K. Is there any guideline available?

Ans. Yes. Guideline is available in guideline section of www.wbifms.gov.in. Also view the youtube link of iFMS namely, "HRMS WEST BENGAL" for all videos related to HRMS.

L. I am trying to give role to some users at level 1 and level 2 of workflow chain. But no user is coming in the drop down of "Level1", "Level2" at the time of giving the role at "Details of Level" under "Work flow chain Users" tab. How can the user get the concerned operator/approver name in the drop down list?

Ans. First give the Head of Office Approver (For Level1) role / Head of Office Operator role(For Level2 and onwards) to the concerned users who would be added in the workflow chain as "Approver"/"Operator" from User Administration of Head Of Office(HOO)/ Nodal Officer. Then the users will be available in drop down list.

M. Can I modify any approved workflow chain?

Ans. Yes. Approved workflow chain is always modifiable from "Work flow Nodal officer Approver" / "Head Of Office" Approver Role (who actually approved the same).

N. I want to modify a user in an approved workflow chain. Some pay fixation requests are pending in this user login. If I modify the user and substitute with a new user, what will happen to the pending requests of pay fixation in his login?

Ans. After modification of the work flow chain by the “Work flow Nodal officer Approver”, the pending request of the Ropa 2019 option automatically would be available at the new user’s login.

ROPA 2019 Pay Fixation explained with screenshot

Objective of Workflow Chain Creation:

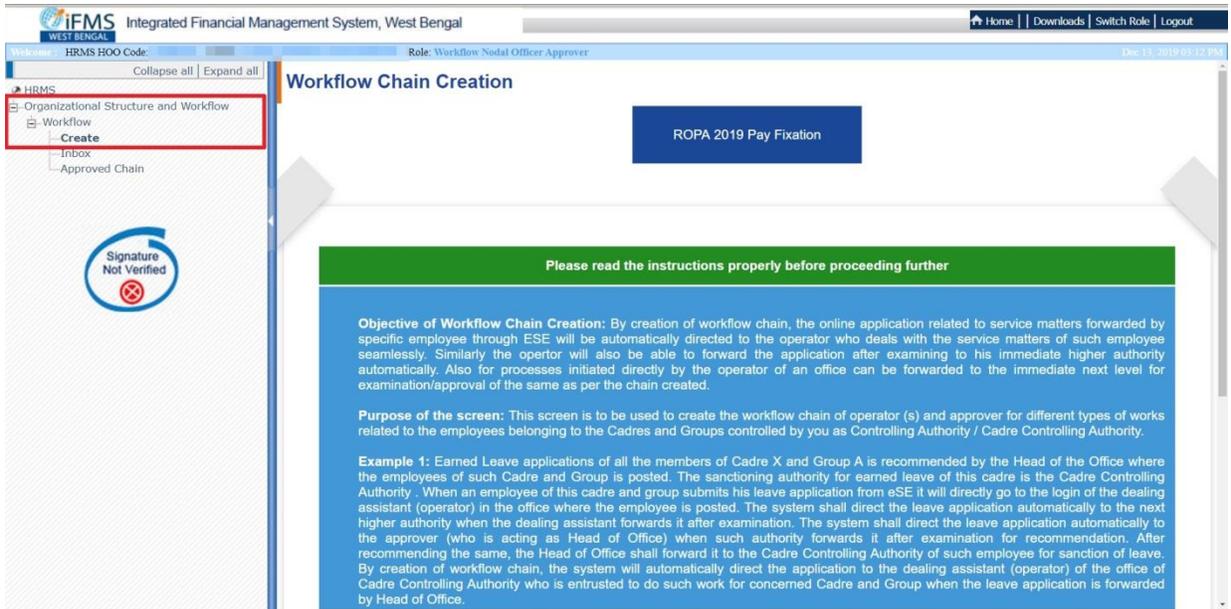
By creation of workflow chain, the online application related to service matters forwarded by specific employee through ESE will be automatically directed to the operator who deals with the service matters of such employee seamlessly. Similarly the operator will also be able to forward the application after examining to his immediate higher authority automatically. Also processes initiated directly by the operator of an office can be forwarded to the immediate next level for examination/approval of the same as per the chain created.

Workflow Chain Creation:

Workflow Chain creation needs some processes–

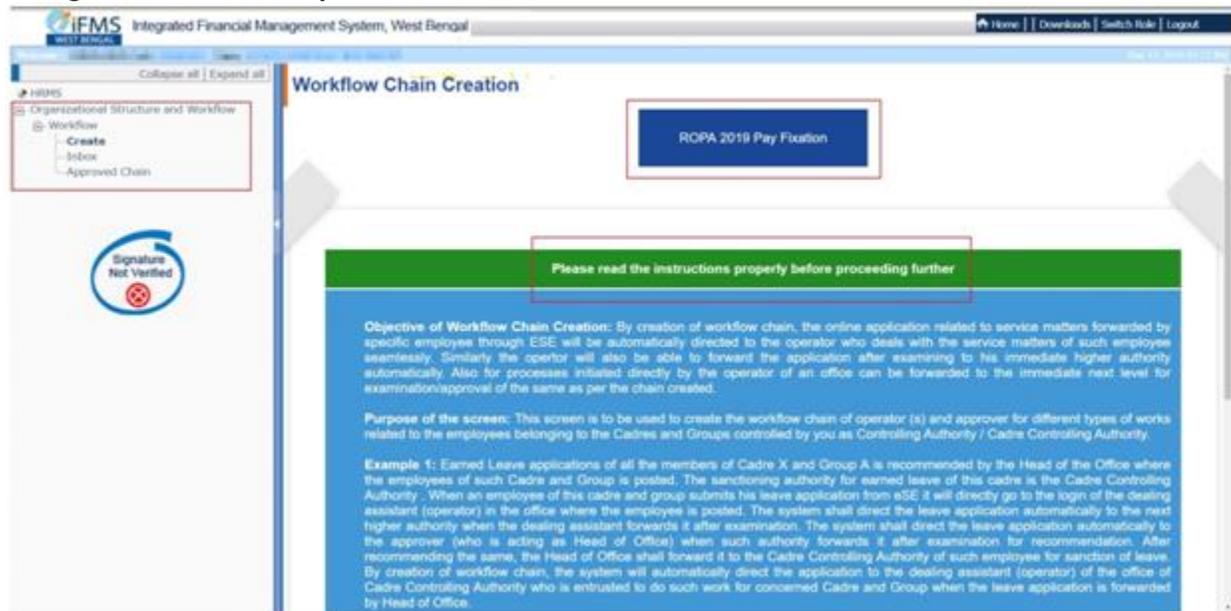
Step : 1

Login to the The Head of Institution of Grants in Aid College (HOO) Role,
and click Organisational Structure and Workflow> Workflow> Create



Step 2:-

Then go to "ROPA 2019 Pay Fixation".



Step 3:-

Then go to "Insert workflow Chain Name "

under "Workflow Chain Details".When you enter the name of the workflow chain that should be in a

The screenshot shows the 'Workflow Chain Creation' screen in the iFMS HRMS system. The 'Request id' is 20191212754371. The 'Module' is 'ROPA 2019 Pay Fixation'. The 'Insert workflow chain name' field contains 'test'. The 'Save' button is highlighted with a red box. A green box contains instructions for entering the workflow chain name.

Workflow Chain Creation

Request id - 20191212754371

Chain Details Saved Successfully.

Workflow Chain Details | Select parameter for employees to create Workflow chain | Workflow Chain Users

Workflow Description

Module: ROPA 2019 Pay Fixation

Insert workflow chain name: test

Save Next

Please read the instructions properly before proceeding further

In this screen there are only two fields namely 'Module' and 'Insert Workflow Chain Name'. The 'Module' field is automatically populated as per the selection made in the previous page. In the 'Insert Workflow Chain Name' field please type the name of the workflow chain as per the convenience of the user.

For better understanding please see the examples below:-

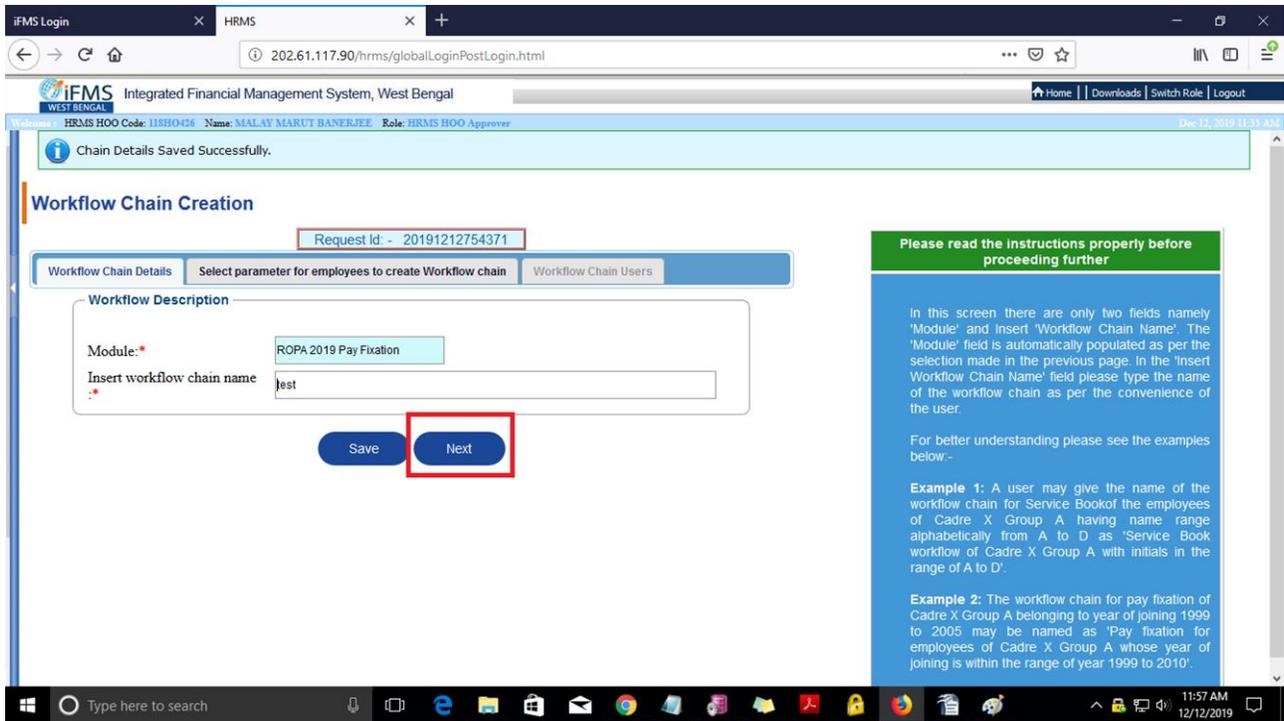
Example 1: A user may give the name of the workflow chain for Service Book of the employees of Cadre X Group A having name range alphabetically from A to D as 'Service Book workflow of Cadre X Group A with initials in the range of A to D'.

Example 2: The workflow chain for pay fixation of Cadre X Group A belonging to year of joining 1999 to 2005 may be named as 'Pay fixation for employees of Cadre X Group A whose year of joining is within the range of year 1999 to 2010'.

meaningful in nature by which you can identify it later and save the name.

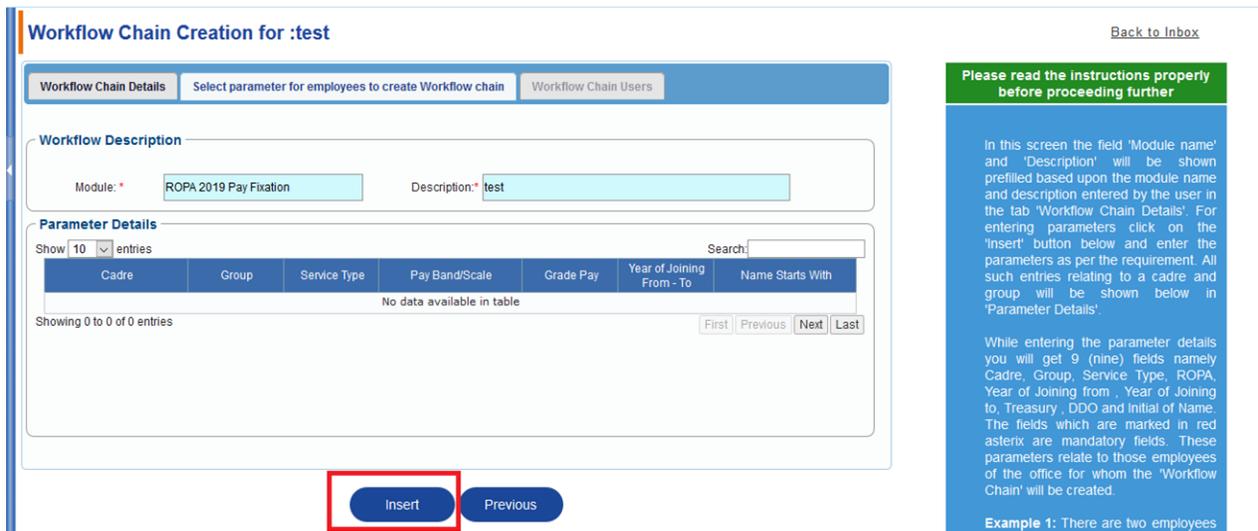
Step 4:-

Then go to "Next" button and insert the parameter which illustrates the path through which the Option Forms for ROPA 2019 of particular type of employees/Officials should flow.



Step 5:-

Click "Next" button where you have to insert some parameter.



Step 6:-

Please select the "Cadre" and "Group" and "Service type" and other field and save the details.

Workflow Chain Creation for :test Back to Inbox

Parameter Details

Please select the criteria (as applicable for the Cadre and Group) appropriately to create the workflow for ROPA 2019 Pay Fixation For example, if you are creating the workflow for Cadre X and Group Y then please select Cadre as X and Group as Y. Select the Service Type as applicable, if not automatically populated. You may also provide the ROPA, Year of Joining and Initial of name of the members of the cadre, if you want to create separate workflows relating to different ROPA, Year of Joining or Initial of Name(s).

Cadre* **Group***

Service Type*

ROPA

Year of Joining From To

Initial of name :

(You can select the first letter of the employees to create workflow chain, if required. However you can proceed without selecting the same too. For example: - Type alphabets or alphabet ranges separated by comma counting from the start of the alphabet range. For example: Type A,C, E-G etc.)

Please read the instructions properly before proceeding further

On this screen the field 'Module name' and 'Description' will be shown and filled based upon the module name and description entered by the user in the tab 'Workflow Chain Details'. For filtering parameters click on the 'Filter' button below and enter the parameters as per the requirement. All such entries relating to a cadre and group will be shown below in 'Parameter Details'.

While entering the parameter details you will get 9 (nine) fields namely Cadre, Group, Service Type, ROPA, Year of Joining from, Year of Joining to, Treasury, DDO and Initial of Name. The fields which are marked in red asterisk are mandatory fields. These parameters relate to those employees of the office for whom the 'Workflow Chain' will be created.

Workflow Chain Creation for :test Back to Inbox

Parameter Details

Please select the criteria (as applicable for the Cadre and Group) appropriately to create the workflow for ROPA 2019 Pay Fixation For example, if you are creating the workflow for Cadre X and Group Y then please select Cadre as X and Group as Y. Select the Service Type as applicable, if not automatically populated. You may also provide the ROPA, Year of Joining and Initial of name of the members of the cadre, if you want to create separate workflows relating to different ROPA, Year of Joining or Initial of Name(s).

Cadre* **Group***

Service Type*

ROPA

Pay Band

Grade Pay from Grade Pay to

Year of Joining From To

Initial of name :

(You can select the first letter of the employees to create workflow chain, if required. However you can proceed without selecting the same too. For example:- Type alphabets or alphabet ranges separated by comma counting from the start of the alphabet range. For example: Type A,C, E-G etc.)

Please read the instructions properly before proceeding further

On this screen the field 'Module name' and 'Description' will be shown and filled based upon the module name and description entered by the user in the tab 'Workflow Chain Details'. For filtering parameters click on the 'Filter' button below and enter the parameters as per the requirement. All such entries relating to a cadre and group will be shown below in 'Parameter Details'.

While entering the parameter details you will get 9 (nine) fields namely Cadre, Group, Service Type, ROPA, Year of Joining from, Year of Joining to, Treasury, DDO and Initial of Name. The fields which are marked in red asterisk are mandatory fields. These parameters relate to those employees of the office for whom the 'Workflow Chain' will be created.

Sample 1: There are two employees belonging to Cadre X and Group Y and Service Type 'State Government', if the employee who joined in the

Step 7:-

After saving the details go to next page by clicking on "Next" button.

Parameter Details Saved Successfully.

Workflow Chain Creation for :test

[Back to Inbox](#)

Workflow Chain Details | Select parameter for employees to create Workflow chain | **Workflow Chain Users**

Workflow Description

Module: * Description: *

Parameter Details

Show 10 entries Search:

Cadre	Group	Service Type	Pay Band/Scale	Grade Pay	Year of Joining From - To	Name Starts With
WEST BENGAL HIGHER AGRICULTURAL SERVICE (EVALUATION) GR-I	A	State Government	Parameter not entered	Parameter not entered	2000 - 2019	A

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Insert Previous **Next**

Please read the instructions properly before proceeding further

In this screen the field 'Module name' and 'Description' will be shown prefilled based upon the module name and description entered by the user in the tab 'Workflow Chain Details'. For entering parameters click on the 'Insert' button below and enter the parameters as per the requirement. All such entries relating to a cadre and group will be shown below in 'Parameter Details'.

While entering the parameter details you will get 9 (nine) fields namely Cadre, Group, Service Type, ROPA, Year of Joining from, Year of Joining to, Treasury, DDO and Initial of Name. The fields which are marked in red asterix are mandatory fields. These parameters relate to those employees of the office for whom the 'Workflow Chain' will be created.

Example 1: There are two employees belonging to Cadre X and Group Y

Step 8:-

In this step you get another tab "Workflow chain users" and a drop down menu where you get a User (He/she should have HRMS HOO Approver Role) under Top Level to whom ROPA 2019 is to be sent for final Approval. There is another level : Level 2 under which another User (having a HRMS Approver/ Operator Role) can be selected.

Workflow Chain Creation for :test

[Back to Inbox](#)

Workflow Chain Details | Select parameter for employees to create Workflow chain | **Workflow Chain Users**

(EVALUATION) GR-I Government entered

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Details of Level

Two levels are incorporated in the screen by default to create the workflow chain. If you want to add more levels please click 'Add level after' or 'Add level before' as per the requirement.

Please save the user details for all individual levels before going to next level/leaving the screen

Top Level | **Level2**

Sl No	User Name (Login ID)	Delete
1	MALAY MARUT BANERJEE (CHWBTT)	<input checked="" type="checkbox"/>

+Add User

Save **Add Level After**

Previous

Please read the instructions properly before proceeding further

Please read the instructions carefully since the entries to be made here will have vital impact on the workflow of all the employees of your office/ all the employees belonging to the Cadre (s) controlled by you.

In this screen different chains for flow of 'service related application requests' shall be defined so that an application shall pass through different levels of examining/checking authorities before the application reaches the approver for disposal.

Example 1: Some employees belonging to Cadre X applies for 'GPF advance' through eSE. The application passes through a Dealing Assistant and Head Assistant for the purpose of examination and is then forwarded to the Additional District Magistrate for approval. The workflow chain to be created shall have 3 levels. In the top level there shall be Additional District Magistrate as

There is another option "Add level after" where you get level 3 and so on. Add user under each level to complete the Workflow Chain Users.

iFMS Login | HRMS | 202.61.117.90/hrms/globalLoginPostLogin.html

iFMS Integrated Financial Management System, West Bengal

Welcome | HRMS HOO Code: 11SHO426 | Name: MALAY MARUT BANERJEE | Role: HRMS HOO Approver | Dec 12, 2019 12:05 PM

Level Added Successfully

Workflow Chain Creation for :test

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Workflow Chain Details | Select parameter for employees to create Workflow chain | Workflow Chain Users

Details of Level

Two levels are incorporated in the screen by default to create the workflow chain. If you want to add more levels please click 'Add level after' or 'Add level before' as per the requirement.
Please save the user details for all individual levels before going to next level/leaving the screen

Top Level | Level2 | Level3

Sl No	User Name (Login ID)	User in previous level	Delete
1	CHWBTT_OP (CHWBTT_OP)	MALAY MARUT BANERJEE (CHWBTT)	

[+Add User](#) | **Save** | **Add Level Before** | **Add Level After** | **Delete Level**

Previous

Please read the instructions properly before proceeding further

Please read the instructions carefully since the entries to be made here will have vital impact on the workflow of all the employees of your office/ all the employees belonging to the Cadre (s) controlled by you. In this screen different chains for flow of 'service related application requests' shall be defined so that an application shall pass through different levels of examining/checking authorities before the application reaches the approver for disposal.

Example 1: Some employees belonging to Cadre X applies for 'GPF advance' through eSE. The application passes through a Dealing Assistant and Head Assistant for the purpose of examination and is then forwarded to the Additional District Magistrate for approval. The workflow chain to be created shall have 3 levels. In the top level there shall be Additional District Magistrate, as

Step 9:-

Now this is successfully saved and a successful message is shown.

User Details Saved Successfully

Workflow Chain Creation for :test

[Back to Inbox](#)

Workflow Chain Details | Select parameter for employees to create Workflow chain | Workflow Chain Users

Sl No	User Name (Login ID)	User in previous level	Delete
1	CHWBTT_OP (CHWBTT_OP)	MALAY MARUT BANERJEE (CHWBTT)	

[+Add User](#) | **Save** | **Add Level Before** | **Add Level After** | **Delete Level**

Previous

Please read the instructions properly before proceeding further

Please read the instructions carefully since the entries to be made here will have vital impact on the workflow of all the employees of your office/ all the employees belonging to the Cadre (s) controlled by you. In this screen different chains for flow of 'service related application requests' shall be defined so that an application shall pass through different levels of examining/checking authorities before the application reaches the approver for disposal.

Example 1: Some employees belonging to Cadre X applies for 'GPF advance' through eSE. The application passes through a Dealing Assistant and Head Assistant for the purpose of examination and is then forwarded to the Additional District Magistrate for approval. The workflow chain to be created shall have 3 levels. In the top level there shall be

Step 10:-

In this step you have to go to "Inbox" and there you find request id created by you.

Request Type wise Workflow Chain Creation Inbox

Legend:
New Entry
Pending for Revision
Approved Data Modified

Forwarded by Operator but not yet Approved
Entered by me but not yet Approved
View Request Sent back to Operator for Rectification

To modify row, click on the hyperlink

Module	Parameter Name	Request ID	Status	Select to Approve (Select All)	Remarks	Delete
Search	Search	Search	Yet To Approve By DR. (Approver)	<input checked="" type="checkbox"/>		

Showing 1 to 1 of 1 entries

Approve

Here you get another 3 options in Workflow Nodal Officer Approver "Inbox".

1. Forwarded by Operator but not yet Approved :- Which is forwarded to Approver by Operator but not yet Approved.
 2. Enter by me but not yet Approved :- which is prepared by HOO Approver but not yet approved
 3. View request sent back to operator for rectification :- Which is already sent back to HOO operator for rectification.
- Click Approve for Approval of the Chain created by you.

Guideline for the pay fixation of teachers and equivalent positions as prescribed by the UGC and the ROPA 2019 pay fixation for non teaching staffs

Steps to be followed by the Operator

1. If the employee submits the Option Form manually (for Non Teaching Staffs), the Operator will fill up the Option Form from his own log in on behalf of the employee. If there is no need to submit the option (for Teaching staffs) the operator shall initiate pay fixation as per the entitlement.
2. Operator will have to upload the option form submitted by the Non Teaching Staffs.
3. After such initiation of ROPA 2019 pay fixation, the system will show the calculation of revised basic on the date of conversion.
4. The operator should verify the revised basic sincerely.
5. The users then mention in the system the events of increments / change of Scale if any (arising out of CAS/M.Phil /Ph.D attainment by teaching staff or MCAS for non-teaching staff with respect to the appropriate date of effect) with respect to the appropriate date of effect to reach the revised basic as on 01/01/2020as per G.O No. 1373 –Edn (CS) /5P-52/98 dt.7.12.2017 for promotion under CAS of the Teaching Staff, as per 986-ED/2016 dt.24.11.2016 for Ph.D/M Phil incentives of the Teaching Staff and as per G.O. No. 28 Edn (CS) /5p-42/1998(Pt.I) dt.09.01.2020” for MCAS benefits of non-Teaching Staff.
6. Then the Operator will forward the request to the upper level as per the workflow chain created earlier.
7. After the Pay fixation is approved by the Approver, he will generate the Order for Pay fixation.

Steps to be followed by the Recommender

1. The recommender in the workflow chain will verify the pay fixation calculation and can change it if required.
2. He/she can return the case to the Operator if anything is required to be rectified by the Operator.
3. If everything is okay he/she may forward it to the Approver lies in the higher level of hierarchy in the workflow chain.

Steps to be followed by the Approver

1. The Approver in the workflow chain will verify the pay fixation calculation and can change it if required.
2. He/she can return the case to the Operator/recommender if anything is required to be rectified by the Operator/recommender.
3. If everything is okay he/she may Approve the request.
4. After the approval the Operator will generate the Pay fixation order which have a system generated memo number and date.
5. The pdf form of this order will automatically be available to the Incumbent, DDO and Treasury end and also to all users in the workflow chain as created for pay fixation.

Steps to be followed by the DDO

1. After the pay fixation order is generated by the Operator/Approver of the Head of Office, the basic of the employee will automatically revised as per ROPA'2019
2. The DDO need not update the basic manually. He/she also cannot modify any basic with effect from 01/01/2020. Any basic which required to be updated after 01/01/2020 has to be mandatorily through HRMS module.
3. The soft copy of the Pay Fixation Order will be available online to the DDO after it is generated.
4. There will run multiple batches in a day which will update the allowances as per ROPA 2019 of the employee within hours. But if after Pay fixation order generation such allowances are not updated as per ROPA 2019 within the next day, he/she can manually modify the same.
5. He/she will generate the Pay bill and verify the details of revised pay and allowances judiciously.